

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
BUREAU OF REHABILITATIVE SERVICES**

SECRETARY 1

Posting Date: May 23, 2012

Closing Date: June 7, 2012

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Bureau of Rehabilitation Services division of the Bureau of Rehabilitative Services presently is recruiting to fill a **Secretary 1** position located at its Northern Region Area Service Office in Manchester, CT. **(Position # 32325)**

Open to: Candidates who are on the current Exam List #042790 promulgated by the State of Connecticut's Department of Administrative Services for the Secretary 1 job classification and current state employees already appointed to the Secretary 1 job classification who qualify to transfer laterally.

Position: Secretary 1 - (NP-3 Administrative Clerical Bargaining Unit)

Location: BRS Manchester Office
699 East Middle Turnpike, Manchester, CT 06040

Salary Range: \$39,061.00 - \$51,255.00 Annually - (Salary Grade CL14)

PURPOSE OF CLASS: This class is accountable for performing a full range of secretarial support functions.

DUTIES & RESPONSIBILITIES: Responsible for a full range of secretarial duties to include but not limited to: typing, editing, filing, composition of complex correspondence, report writing, complex processing, telephone work and other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policy and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

EXPERIENCE & TRAINING: General Experience: Two (2) years of experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

The incumbent performs a variety of secretarial duties in the following areas as illustrated:

EXAMPLES OF DUTIES:

1. **TYPING:** Using a typewriter, word processor, or other automated equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content. Edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems. Organizes and maintains files (including confidential files). Maintains, updates and reviews manuals and reference materials.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greets and directs visitors. Answers phones and takes messages. Answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g., appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials. Reviews, routes and prioritizes mail.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment). Writes minutes of meetings, lectures, conferences, etc. from rough draft. Takes notes using shorthand, speedwriting or machine transportation. Prepares expense accounts. Makes travel arrangements
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment. Orders supplies when necessary. Completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.) Maintains time and attendance records. Performs related duties as required.

Note: Priority consideration will be given as required to mandatory candidates on current Reemployment / SEBAC Lists.

APPLICATION PROCEDURE: To apply you must submit an original fully completed and signed State of Connecticut Application (Form CT-HR-12) in order to be considered for an interview. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please mail or fax your completed original State of Connecticut Application (Form CT-HR-12) and a Resume to:

Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106
Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED ON OR BEFORE JUNE 7, 2012

The Bureau of Rehabilitative Services is an Equal Opportunity / Affirmative Action Employer